

APPENDIX A

COALITION MIN STANDARDS ASSESSMENT TOOL & SUMMARY SHEET

Training Manual Section 2 provides information on the Coalition Min Standards Assessment.

**Strategic Prevention Framework
Coalition Min Standards Assessment Tool**

Please refer to the accompanying instructions for detailed information on completing this tool.

- A. LSAA:
- B. Person(s) completing the Tool:
- C. Date:
- D. How many coalitions exist within your LSAA?

Complete the items on the next page for each coalition identified. If there are no coalitions, you are finished.

Please complete the following for each coalition identified.

1. Coalition:

General Information on the Coalition.

2. What counties does the coalition cover?

a. *If the coalition covers a portion of a county, what incorporated cities does it cover within that county?*

3. What school districts does the coalition cover?

4. Does the coalition target a specific population(s)? ☐ Yes ☐ No

a. *If yes, what population(s)?*

5. Does the coalition target a specific problem(s)? ☐ Yes ☐ No

a. *If yes, what problem(s)?*

6. Does the coalition have a vision statement? No

a. *If yes, when was it created or last reviewed?* *Please attach a copy.*

7. Does the coalition have a mission statement? No

a. *If yes, when was it created or last reviewed?* *Please attach a copy.*

Coalition Operations

8. Does the coalition have operating bylaws or guidelines? No

a. *If yes, are these written down?* ☐ Yes ☐ No *Please attach a copy.*

b. *If yes, when were they created or last reviewed?*

9. Is there a specified process for bringing on new coalition members? No

10. Is there a specified committee or workgroup structure for the coalition? No

11. Is there a specified process for how decisions are made? No

a. Does any sector have more than 10% of the vote? ☐ Yes ☐ No

12. Is there a specified leadership structure? No

a. *If yes, is the leadership transition process specified?* No

13. Are there expectations for meeting attendance? No

14. Does/has the coalition collaborate with other coalitions? ☐ Yes ☐ No

a. *If yes, please identify the coalition(s).*

Coalition Meetings

15. How often does the coalition meet? bi-weekly *If other, specify:*

16. When was the coalition's last meeting?

17. How many times has the coalition met over the past 6 months?

18. What was the average attendance at meetings over the past 6 months?

19. Are meeting agendas created for Coalition meetings? ☐ Yes ☐ No

20. Are minutes kept of Coalition meetings? ☐ Yes ☐ No

a. If minutes are kept, are they disseminated among members? ☐ Yes ☐ No

b. If minutes are disseminated, how are they disseminated? Mark all that apply.

☐ Email ☐ Mail ☐ at next meeting ☐ Other. *Specify:*

Coalition Membership

21. Is there a formal Coalition roster? ☐ Yes ☐ No *If yes, please attach a copy.*

22-24. Which sectors are represented in the coalition? How many meetings has someone from each sector attended? Are there special circumstances surrounding their attendance?

<i>Sector</i>	<i># on Coalition</i>	<i># of Meetings</i>	<i>Special Circumstances?</i>
Local Government			
Education			
Law Enforcement			
Business			
Youth Programs/Services			
Parents			
Social Services			
Faith Community			
Cultural/Ethnic Groups			
Justice System/Courts			
Health Services			
Media			
General Public			

Other. *Specify:*

25. Comments.

Strategic Prevention Framework Coalition Min Standards Assessment Summary Sheet

- A. LSAA:
B. Coalition:
C. Date:

The minimum standard requirements and goals are presented in shorthand here but are detailed in Training Manual Section 2A; please refer to it as you complete the summary. "Item" refers to the item number on the Coalition Min Standards Assessment Tool from which you will determine whether the minimum standard requirement or goal has been met. Check the boxes if the goal and/or minimum have met. Standards that do not have a minimum requirement contain a dash in the chart.

Item	Standard	Min Req	Min Met	Goal	Goal Met	Comments/Progress
6	Vision statement	Yes	<input type="checkbox"/>	Yes	<input type="checkbox"/>	
6a	Vision last reviewed	---	--	within 2 yrs	<input type="checkbox"/>	
7	Mission statement	Yes	<input type="checkbox"/>	Yes	<input type="checkbox"/>	
7a	Mission last reviewed	---	--	within 2 yrs	<input type="checkbox"/>	
8	Bylaws/guidelines	Yes	<input type="checkbox"/>	Yes	<input type="checkbox"/>	
8a	Bylaws written down	---	--	Yes	<input type="checkbox"/>	
8b	Bylaws last reviewed	---	--	within 2 yrs	<input type="checkbox"/>	
9	Process for new members	---	--	Yes	<input type="checkbox"/>	
10	Committee structure	---	--	Yes	<input type="checkbox"/>	
11	Decision making process	Yes	<input type="checkbox"/>	Yes	<input type="checkbox"/>	
11a	Sector more than 10%	---	--	No	<input type="checkbox"/>	
12	Leadership structure	Yes	<input type="checkbox"/>	Yes	<input type="checkbox"/>	
12a	Leadership transition	---	--	Yes	<input type="checkbox"/>	
13	Attendance expectations	Yes	<input type="checkbox"/>	Yes	<input type="checkbox"/>	
14	Collaboration	---	--	Yes, if app.	<input type="checkbox"/>	
15	Meeting frequency	bi-monthly	<input type="checkbox"/>	monthly	<input type="checkbox"/>	
16	Last meeting	last 60 days	<input type="checkbox"/>	last 30 days	<input type="checkbox"/>	
17	# meetings last 6 mos	3	<input type="checkbox"/>	6	<input type="checkbox"/>	
18	Average attendance	---	--	90%	<input type="checkbox"/>	
19	Meeting agendas	Yes	<input type="checkbox"/>	Yes	<input type="checkbox"/>	
20	Meeting minutes	Yes	<input type="checkbox"/>	Yes	<input type="checkbox"/>	
20a	Minutes disseminated	---	--	Yes	<input type="checkbox"/>	
21	Coalition roster	Yes	<input type="checkbox"/>	Yes	<input type="checkbox"/>	
22	Sectors on Coalition	5 sectors	<input type="checkbox"/>	13 sectors	<input type="checkbox"/>	
23	Sector meeting attendance	60% of sectors at 65% of meetings	<input type="checkbox"/>	Each sector at 90% of meetings	<input type="checkbox"/>	

